

**IN THE SUPREME COURT OF TEXAS**

Misc. Docket No. 9190

---

**ADOPTION OF RULES FOR TARRANT COUNTY  
FOR RECEIVING AND FILING  
ELECTRONICALLY TRANSMITTED COURT DOCUMENTS**

---

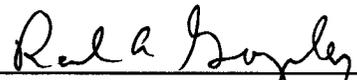
**ORDERED:**

At the request of the District Courts of Tarrant County, the attached rules are adopted governing the procedure for the District Clerk of Tarrant County to receive and file electronically transmitted court documents. TEX. GOV'T CODE §§ 51.803, 51.807.

This Order shall be effective when recorded in the Minutes of the District Courts of Tarrant County, and upon compliance with Texas Rule of Civil Procedure 3a.

SIGNED AND ENTERED this 28<sup>th</sup> day of December, 1994.

  
Thomas R. Phillips, Chief Justice

  
Raul A. Gonzalez, Justice

  
Jack Hightower, Justice

  
Nathan L. Hecht, Justice

\_\_\_\_\_  
Lloyd Doggett, Justice

  
John Cornyn, Justice

  
Bob Gammage, Justice

  
Craig Enoch, Justice

  
Rose Spector, Justice

**RULES GOVERNING THE PROCEDURE FOR THE  
DISTRICT CLERK OF TARRANT COUNTY  
TO RECEIVE AND FILE  
ELECTRONICALLY TRANSMITTED COURT DOCUMENTS**

The following rules govern the procedure for the District Clerk of Tarrant County ("the clerk") to receive and file electronically transmitted court documents.

1. The clerk is authorized to accept for filing via electronic transmission any document which might be filed in a court action except: (a) returns of service on issuances; (b) bonds; (c) signed orders or judgments.

2. Documents electronically transmitted for filing will be received by the clerk and printed by a laser printer, thereby rendering the copy of archival quality. Electronic transmissions will only be received through the designated fax numbers.

3. No document electronically transmitted shall be accepted by the clerk for filing until court costs and fees have been paid. Court costs and fees may be paid by electronic funds transfer from an account established with the clerk pursuant to the guidelines and procedures established by the County Auditor. Documents tendered to the clerk electronically without payment of court costs and fees, or with incomplete information on the charge authorization or request, or which do not conform to applicable rules, will not be filed.

4. A fee schedule for electronic filing shall be adopted annually by the clerk and approved by the local courts.

5. An electronically transmitted document accepted for filing will be recognized as the original record for file or for evidentiary purposes when it bears the clerk's official date and time file stamp.

6. Every document electronically transmitted for filing shall conform to the requirements for filing established by the Texas Rules of Civil Procedure and shall be on paper measuring approximately 8-1/2 x 11 inches. Every document electronically transmitted for filing in the criminal courts shall conform to the requirements for filing established by applicable rules of procedure and shall be on paper measuring approximately 8-1/2 x 14 inches. All documents shall be signed individually by the party or the party's attorney of record, and shall contain that individual's State Bar of Texas identification number, if any, address, telephone number and telecopier number. The quality of the original hard copy shall be clear and dark enough to transmit legibly.

7. The sender shall maintain the original of the document with original signature affixed as required by section 51.806, Texas Government Code.

8. A cover sheet must accompany every transmission which shall: (a) clearly identify the sender, the documents being transmitted, and the number of pages; (b) have clear and concise instructions concerning issuance or other request; and (c) have complete information on the bank account which is to be debited for payment of the court costs and fees.

9. The clerk upon receipt of an electronically transmitted document shall verify the completeness of the transmission.

10. The clerk when satisfied that the transmission is complete shall confirm the charge authorization account debit and note the authorization code on the cost receipt. Thereafter, the documents tendered electronically shall be deemed accepted for filing and the clerk shall affix the clerk's official date and time file stamp to the document.

11. If the transmission is found to be incomplete, the clerk will notify the sender as soon as practicable that the transmission has not been filed and the reason.

12. After filing an electronically transmitted document the clerk will electronically transmit to the sender an acknowledgment of the filing, together with cost receipt, if any.

13. No citation or writ bearing the official seal of the court may be transmitted electronically.

14. Electronic transmission of a document does not constitute filing. Filing is complete when the clerk's official date and time file stamp is affixed to the document.

15. Each page of any document received by the clerk will be automatically imprinted with the date and time of receipt. The date and time imprinted on the last page of a document will determine the time of receipt but not the time of filing. Transmissions completed during a normal business day before 5:00 p.m. and accepted for filing will be filed on the day of receipt. Transmissions completed after 5:00 p.m., on weekends or holidays will be verified and filed before 10:00 a.m. on the first business day following receipt of transmission. The sender is responsible for determining if there are any changes in normal business hours.



THE SUPREME COURT OF TEXAS

CHIEF JUSTICE  
THOMAS R. PHILLIPS

POST OFFICE BOX 12248      AUSTIN, TEXAS 78711

TEL: (512) 463-1312

FAX: (512) 463-1365

CLERK  
JOHN T. ADAMS

EXECUTIVE ASS'T.  
WILLIAM L. WILLIS

ADMINISTRATIVE ASS'T.  
NADINE SCHNEIDER

JUSTICES  
RAULA GONZALEZ  
JACK HIGHTOWER  
NATHAN L. HECHT  
LLOYD DOGGETT  
JOHN CORNYN  
BOB GAMMAGE  
CRAIG ENOCH  
ROSE SPECTOR

December 28, 1994

Hon. Clyde R. Ashworth  
8th Admin. Judicial Rgn.  
Tarrant County Justice Center  
Fort Worth, Texas 76196

Dear Judge Ashworth,

Please find enclosed, a copy of the order of the Supreme Court that approved rules for receiving and filing electronically transmitted court documents in the district courts of Tarrant County.

Sincerely,

SIGNED

John T. Adams  
Clerk

Encl.

cc: District Clerk

County Clerk

Supreme Court Adv Committee

Mr. Raymond Judice  
Office of Court Admin

State Law Library